



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80<sup>TH</sup> AREA SUPPORT GROUP (NSSG)  
UNIT 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-CO


22 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Training and Professional Development

1. This memorandum establishes a Civilian Training and Professional Development Program. It is applicable to all appropriated/non-appropriated fund (AF/NAF) federal and host nation employees assigned to the 80<sup>th</sup> Area Support Group, to include the 254<sup>th</sup> BSB and NSA Brussels.
2. A skilled, trained, and professionally developed civilian staff is vital to the success of the 80<sup>th</sup> ASG and is one of my key priorities. To this end, I designate each Thursday from 1500 to close of business as Civilian Professional Development Time (CPDT). Civilian employees will use this time for professional development training, as well as job-related self-improvement courses.
3. At 1500 hours each Thursday, all operations except mission-essential activities will halt for CPDT. Supervisors and Managers of civilian employees will use leader discretion to ensure maximum employee participation each week.
4. Employees will accomplish professional development training using all available resources. The Education Centers and Civilian Personnel Advisory Centers (CPACs) can provide information regarding educational and training opportunities available locally. Civilian employees will also use the Distance Learning Center on Chievres Air Base as a training location with classrooms and Internet connectivity. There are numerous sources of information regarding learning opportunities. Some excellent ones are at Encl 1.
5. My expectation is for our civilian workforce to productively use this time for professional development, and for supervisors to monitor and track employee progress and success via the Individual Development Plan (IDP). Furthermore, I expect individual progress via CPDT to be an integral part of required performance counseling.

Encl  
as

  
DEAN A. NOWOWIEJSKI  
COL, AR  
Commanding

## ***No-Cost/Low-Cost Training Options***

**CHRA - Europe Training Web Site** (contains personnel-related information - including training, course schedules, policies, handbook for delegated training authority, and more)

<http://www.chrma.usareur.army.mil> – look under training opportunities

**Army Civilian Training and Development System (ACTEDS) Training Catalog** (Army Civilian Leadership Training, Senior Service College Program, and other Professional Development opportunities)

<http://cpol.army.mil/library/train/catalog/index.html>

**Army Smart Force e-Learning** (*free e-learning courses*)

<https://www.atrrs.army.mil/channels/eLearning/smartforce/>

**Government Online Learning Center** (*free e-learning courses and knowledge resources for Federal employees*)

<http://www.golearn.gov/>

**Army Correspondence Course Program** (*The site for the Army's Distance Learning program offering on-line and traditional correspondence training programs*)

<http://www.atsc.army.mil/accp/aipdnew.asp>

**Army Library Program** (*virtual reference desk of academic, technical and general libraries and resources*)

<http://www.libraries.army.mil/>

**DOD Civilian Personnel Management Development Service** (*free and low-cost human resource management (HRM) training and reference materials*)

<http://www.cpms.osd.mil/>

**OPM Office of Human Resource Development** (*free and low-cost HRM training, reference material and policy guidance*)

<http://www.opm.gov/hrd/index.htm>

**FPMI Communications (Publications)** (*low-cost HRM training publications, also supervisor and manager guides*)

<http://www.fpmi.com/bk/>

**Civilian Personnel Operations Center Management Activity (CPOCMA)** (*training courses offered at CPOCMA, distance learning courses, and training tools and job aids*)

<http://www.cpocma.army.mil/tmd.htm>

**On-Line Ethics Training (DoD)** (*free on-line training that satisfies the annual training requirement for DoD employees*)

[http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_training/](http://www.defenselink.mil/dodgc/defense_ethics/ethics_training/)